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**INDIANA COMMISSION ON PROPRIETARY EDUCATION**

*Board of Commissioners Meeting Memorandum*

**Date:** November 8, 2005

**From:** Rebecca Carter, Director of Regulatory Compliance

**Subject: DEVRy UNIVERSITY – INDIANAPOLIS  
NEW DEGREE APPLICATION**

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**Staff Recommendation**

The commission staff recommends that DeVry University - Indianapolis be granted the authority to award the following degree in the program listed below:

**AAS – Network Systems Administration**

**Background Information**

DeVry University – Indianapolis is accredited by the North Central Association of Colleges and Schools (NCA).

The Associate of Applied Science degree in the Network Systems Administration program is comprised of 67 semester-credit hours of training, a minimum of 75% of the courses are in the Specialty; the faculty meet the stipulated criteria in 570 IAC 1-10.1-4 Associate of Arts criteria.

**Supportive Documentation**

1. Degree Application
2. Instructor Qualification Record Forms

# INDIANA COMMISSION ON PROPRIETARY EDUCATION

## DEGREE APPLICATION

NAME OF INSTITUTION: DeVry University – Indianapolis

NAME OF PROGRAM: Network Systems Administration

DEGREE LEVEL: (Designate one)  
(AAS, AA, AS, BAS, BA, BS, MBA, MAS, MA, MAS, Ph.D.) AAS

Name of Person Preparing this Form: Marcy L. Tadla, Manager State & Provincial Licensing

Date the Form was Prepared: August 8, 2005

**I. PROGRAM OBJECTIVES:** (Describe what the program is designed to achieve and explain how it is structured in order to accomplish the objectives).

*The Network Systems Administration program provides students with a background in network systems administration as applied to practical business situations. The program addresses installing, configuring, securing and administering network systems comprising users, shared resources and network elements, such as routers, in local and Internet-based environments.*

*The NSA program is designed to produce graduates who are able to:*

- *Establish and administer a network by installing, configuring, securing, and testing multiple network operating systems and selected hardware such as network servers and routers.*
- *Communicate effectively both orally and in writing.*
- *Demonstrate teamwork skills.*
- *Apply research and problem-solving skills.*

**II. PROGRAM STRUCTURE:** (List all courses in the program. Indicate course name, number, and the number of credit hours or clock hours for each course.

NAME OF PROGRAM: Associate of Applied Science in Network Systems Administration

TOTAL CREDIT HOURS: 67 credit hours^

(For credit hours, Check quarter or semester): Quarter Hours:     OR Semester Hours ✓

LENGTH OF PROGRAM: 75 weeks TUITION: \$29,525 (includes \$50 application fee)

<u>Course Number</u>	<u>Course Title</u>	<u>Credit Hours</u>	<u>Contact Hours</u>
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Communications Skills

Minimum 11 credit hours required

ENGL-112	Composition	4	4
*ENGL-220H	Creative Writing – Honors Option	4	4
ENGL-135	Advanced Composition	4	4
SPCH-275	Public Speaking	3	4
*ENGL-230	Professional Communication	3	3
*SPCH-277	Interpersonal Communication	3	4
*SPCH-279	Debate and Critical Thinking	3	4
*SPCH-282	Small Group Communication	3	4

Humanities and Social Sciences

Minimum 6 credit hours required – HUMN-232 and one other course

HUMN-232	Ethical & Legal Issues in the Professions	3	3
One of:			
PSYC-110	Psychology	3	3
SOCS-185	Culture and Society	3	3
SOCS-187	Cross-Cultural Communications	3	3
SOCS-190	Cultural Anthropology	3	3

Personal and Professional Development

Minimum 5 credit hours required

CARD-205	Career Development	2	2
*CARD-210	Career Development	2	2
COLL-148	Critical Thinking and Problem-Solving	3	3

<u>Course Number</u>	<u>Course Title</u>	<u>Credit Hours</u>	<u>Contact Hours</u>
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Mathematics

Minimum 8 credit hours required

MATH-102	Basic Algebra	4	4
MATH-114	Algebra for College Students	4	4

Business

Minimum 3 credit hours required

BUSN-115	Introduction to Business and Technology	3	3
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Computing

Minimum 12 credit hours required

COMP-100	Computer Applications for Business with Lab	2	3
COMP-129	PC Hardware and Software with Lab	3	4
COMP-230	Introduction to Scripting and Database with Lab	4	5
SEC-280	Principles of Information Security	3	3

Networks

Minimum 23 credit hours required

NETW-202	Introduction to Networking with Lab	3	4
NETW-204	Introduction to Routing with Lab	3	4
NETW-206	Introduction to Switching with Lab	3	4
NETW-208	Introduction to WAN Technologies with Lab	3	4
NETW-230	Network Operating Systems – Windows with Lab	4	5
NETW-240	Network Operating Systems – UNIX, with Lab	4	5
NETW-250	Voice/VoIP Administration with Lab	3	4

^Minimum credit hours required for graduation is 67. Credit hours may vary based upon individual and center/online course selections.

\*This course may be offered as an alternate to the course listed at the left above it. Available tracks vary by campus.

Number of Credit/Clock Hrs. in SPECIALTY Courses: 51    Percentage: 75%

Number of Credit/Clock Hrs. in GENERAL Courses:           Percentage:       

Number of Credit/Clock Hrs. in LIBERAL ARTS Courses: 17    Percentage: 25%

**III. FACULTY:** Attach one (1) completed INSTRUCTOR'S QUALIFICATION RECORD form for each instructor.

**Total # of Faculty in the Program: 10**

**Full-time: 1**

**Part-time: 9**

Fill out form below:

List of Faculty Names	Degree or Diploma Earned	# of Years of Working Experience in the Specialty	# of Years Teaching at Your School	# at Other	Full-time	Part-time
<i>Leo F. Dabbs</i>	MA	12	1 month	12		X
<i>Mark D. Hoskins*</i>	MA,MS	14	2 months	8		X
<i>Mark Miller*</i>	ME	5	5 months	1		X
<i>Brenda Lycan*</i>	Ph.D	14	1 years	5		X
<i>James Bryan**</i>	JD	8	3 months	6		X
<i>Masud Khan</i>	Ph.D in progress, MS	7	1 month	2		X
<i>Douglas Heiwig</i>	MBA	15	1 year	7		X
<i>Orval P. Schierholz</i>	J.D.	11	1 month	10		X
<i>Qing Ye</i>	MS	8	1 month	2		X
<i>Bill Coit</i>	MA	11	4 months	9	X	

*\*Instructor Qualification Records are on file with the Commission.*

*\*\*Instructor Qualification Record will be sent under a separate cover.*

#### **IV. LIBRARY:** (Please provide information pertaining to the library located in your institution)

##### ***Mission, Objectives, and Policies***

*The mission of DeVry University libraries is to support the educational goals and instructional needs of the programs by providing professional reference services and information resources to supplement classroom and laboratory learning, as well as to participate in the teaching/learning environments of the campuses, centers, and on-line operations with the goal of contributing to the development of student applied research skills and information literacy competencies.*

*DeVry University recognizes that today's working adult students have complex, time-constrained lifestyles and have come to depend heavily on electronically accessed resources, and that there is a rapidly increasing amount of information available to them electronically. To support the campus libraries and the undergraduate and graduate students at our centers and on-line through both electronic and print resources, we employ full-time professional library staff to maintain print and electronic resources, manage reference services, and recommend additional resources that will best meet the research needs of students and faculty.*

##### ***Staff and Administration***

*Librarian support for DeVry University's centers is comprised of the library services director and the library systems director working together to support both undergraduate and graduate student and faculty needs.*

*John Small is the DeVry University library services director. Mr. Small has a Master of Arts in Library and Information Science from Northern Illinois University. He has fourteen years academic library experience and knowledge from Central Missouri State University where he served as the electronic resources librarian and assistant professor of library services.*

*The university library services director manages the library resources from a central location in Oakbrook Terrace, Illinois. He reports to the DeVry University director of general education and libraries and is responsible for the following key services:*

- *Expand and upgrade print and electronic resources*
- *Coordinate and maintain a real-time Digital Reference program for all DeVry University students*
  - with 46 hours of availability per week*
- *Develop a library instruction program supporting planned library assignments across the curriculum*
- *Develop resource-sharing arrangements with campus libraries for center-based students in metro areas and beyond*
- *Market library services to graduate students, faculty, and staff*
- *Work with campus librarians to ensure equality of access to information, particularly within metro settings*

*The university library services director works closely with the graduate faculty and staff, and the university's campus-based librarians to ensure that library materials and services support*

*students with their applied business research and other assignments, and assists faculty with their research needs.*

*As chair of the graduate-school Library Committee, the university library services director works with four colleagues (two faculty members and two program managers) for the purposes of collection development, planning, marketing, and policy development. This committee meets twice annually via Web conferences. End-of-term faculty survey information is used to continually fine-tune collection development efforts.*

*The university library systems director administers the on-line union catalog system (Voyager) for DeVry University. He also reports to the director of general education and libraries, and works with the library services director to facilitate use of the system-wide and local print resources accessible via Voyager.*

*Paul Anderson fills this library systems director's role. Mr. Anderson has a Master's of Library Science from San Jose State University. Prior to joining DeVry, Mr. Anderson worked for over 15 years at Alameda County Library as Young Adult Librarian (1990-93), Technical Services Manager (1993-98), and Adult Services Librarian (1998-2000), and is a former library director for the DeVry University Fremont campus (2000-2002).*


### ***The Library Collection & Collection Organization***

#### ***On-line Resources***

*All DeVry University students, faculty, and staff have access to the extensive and comprehensive ProQuest 5000 suite of databases (journal articles, newspapers, and data) along with the Faulkner FACCTS and Hoover's databases through the Web site (<http://library.devry.edu/>). There are also two collections of electronic books available at this location from netLibrary and Safari (Pearson). Students and faculty at the centers and from any Internet-connected computer have access to these resources 24 hours a day, seven days a week.*

*By accessing the DeVry University library Web site, students can search an extensive collection of newspapers, journals, periodicals, data sets, vendor information, and other resources via an online connection. Articles can be delivered several ways: printed, faxed, mailed, or downloaded. Included in these provisions are links to course-related Internet sites that have been recommended by faculty and central academic staff, and that have been reviewed and annotated by librarians.*

*A listing of the online resources available to DeVry University students is attached.*

*The library also provides an entry point for the Thompson Learning NETg computer-based ing courses. These 1300+ Web-based short courses are free to our students, faculty, staff, and KGSM alumni. These concise, professionally developed business e-learning courses are in the areas of project management, Microsoft Office Suite, Java programming, networking, Web development, and interpersonal communication skills practice.*

### On-site Library Resources

Each DeVry University Center has an information center that includes networked personal computers, a printer and printed resources such as alternative textbooks and study guides, current business management reference books, and self-improvement books. Periodicals are also available for use by students. At a minimum, the library subscribes to the following core periodicals for each center:

*Business Week*  
*Harvard Business Review*  
*HR Magazine*  
*Journal of Accountancy*  
*PC Magazine*  
*Wall Street Journal*

The library also subscribes to a local business publication for each center, for example Crain's Chicago Business in the Chicago-area market; the Atlanta Business Chronicle in Georgia; Business First in Columbus, Ohio; and Crain's New York Business in New York; and the Charlotte Business Journal in North Carolina.

Students are also provided information to help them access varied resources from their local public libraries, plus any additional library consortia that may be in place in the area. The library services director coordinates access with the center dean and ascertains the level of support that already exists in community libraries.

### DeVry University Interlibrary Services and Collection Sharing

Our library includes the full integration of graduate and undergraduate resources, borrowing access to all holdings in the Voyager union catalog for all students, and a real-time digital reference service for enhanced patron support, particularly for students and faculty at DeVry University centers and online. The digital reference service is coordinated and maintained by the library services director but also leverages the reference services of our campus professional librarians.

The sharing of resources across the undergraduate and graduate levels includes an ongoing strategy for building collections that also support the graduate programs (5-10% of annual acquisitions are identified as directly supporting the graduate programs), and developing a patron-identification capability to allow graduate and undergraduate students to borrow items directly via the Voyager catalog system

Currently, borrowing of print resources by students is established through "manual" arrangements between centers and campuses in each region. Physical delivery of resources from the campuses to the centers must also be arranged, and is handled through the normal staff/faculty travel across a metro region, through courier services, or through express mail.

### **Planning, Service, and Use**

Strategic planning for the libraries of DeVry University is conducted in concert with the strategic planning process of DeVry University, which is an ongoing, forward-looking process with a 5-year window of coverage. The process is guided by the senior management of the university, but draws on a broad base of inputs from campus, center, and on-line personnel, including faculty, staff, and students. The library's strategic plan, similarly, draws on the campus-based professional librarians, their Library Committees (primarily faculty), campus and center staff, and students. These inputs are channeled to the Library Strategic Planning Committee, which



*analyzes and evaluates input and recommends specific adjustments and initiatives. These recommendations are integrated into the annual planning cycles led by the director of general education and libraries, the university library services director, and the university library systems director in their proposals to senior management of the university.*

*Each term, to promote awareness and provide training on library services, the university library services director sends materials to center staff to distribute to all incoming students describing resources and services available to them through the library. The librarian also provides handouts to faculty to build awareness of the resources and services available.*

*To evaluate the range and quality of library resources, both electronic and print, the library systems director compiles usage reports monthly from the netLibrary Web site in the areas of frequency of use by title, most popular titles in the past 30 days, and “turnaways.” In addition, as part of the ongoing development and review of library resources, the librarian surveys both faculty and students as part of the end-of-term surveys administered at the centers. Survey results indicate students are able to complete their coursework and applied research with support of the School’s library resources as well as the vast amount of information available through the Web.*

*Campus-based librarians also track usage of print and electronic resources and library services, such as bibliographic instruction sessions, on a term-by-term basis. The director of general education and libraries and other administrators analyze these data, and adjustments in library resources and services are made as a result. In the past six years, three comprehensive library surveys of students and faculty were conducted across the university system. The results indicated that both students and faculty were satisfied with library resources and the helpfulness and accessibility of library staff.*

*Library use statistics are gathered for a number of different purposes and in a variety of formats. General statistical information for 2004-05 includes the following overview. These figures are university-wide statistics.*

*Total circulation via the Voyager system: 148,989*

*Total circulation of netLibrary e-books: 51,738*

*Total use of subscribed electronic resources (including searches and full-text articles retrieved): 3,131,800*

*Graduate student usage of ProQuest databases: 272,038 searches and 289,284 documents retrieved.*

## INDIANA COMMISSION ON PROPRIETARY EDUCATION

## INSTRUCTOR QUALIFICATION RECORD

Instructions: Include ALL education/training applicable to current teaching assignments. This application will not be processed unless all supportive documentation required has been attached with this for (ie transcripts and/or letters identifying the precise nature of previous work and teaching experience, signed and dated by a former employer or supervisor).

PLEASE TYPE ALL INFORMATION PROVIDED.

NAME OF INSTITUTION: DeVry University - Indianapolis

NAME OF INSTRUCTOR: Coit  
(Last)

Eugene  
(First)

W. (Bill)  
(Middle)

List all courses that you teach in this program:

CARD 205

Name of Institution

Location

Area or Subject of Training/Education

Period of Enrollment:  
From: To:

Eastern New Mexico University	Portales, NM	BA, English	08/1970 - 05/1974
Webster University	Webster Groves, MO	MA, Human Relations	1980 - 1981
Ball State University	Muncie, IN	MA, Adult & Community Ed.	05/2003 - 08/2004

Location of

Applicable Experience

Location

Applicable Experience

Employment Period  
From: To:

U.S. Army Officer	US-VA, CO, TX, MO Japan, Germany	Business/Management/Leadership	1974 - 1994
Schneider National	IN, WI, TX	Management Transportation/Logistics	1994 - 1999
Celadon Trucking	Indianapolis, IN	Transportation Management	1999 - 2000
Oakland City University	Indianapolis, IN	Educational Leadership	2000 - 2005

I certify that the above information is correct to the best of my knowledge.

SIGNATURE OF INSTRUCTOR: Bill

DATE: 8/18/05

# INDIANA COMMISSION ON PROPRIETARY EDUCATION

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PLEASE TYPE ALL INFORMATION PROVIDED.

NAME OF INSTITUTION: DeVry University  
 NAME OF INSTRUCTOR: Dabbs (Last) F (First)  (Middle)

List all courses that you teach in this program:

English 112 and English 135

Name of Institution	Location	Area or Subject of Training/Education	Period of Enrollment: From: To:
University of Pittsburgh	Pittsburgh, PA	English Lit & Philosophy - B.A.	1971 - 1975
University of Pittsburgh	Pittsburgh, PA	Business Adm. - M.A.	1975 - 1976
University of Pittsburgh	Pittsburgh, PA	Writing & Composition - Second M.A.	1976 - 1979
Pennsylvania Polytechnic Institute	Troy, NY	Communication Mgrg. Language & Media	1982
Location of			
Applicable Experience	Location	Applicable Experience	Employment Period From: To:
Teaching Fellowship at University of Pittsburgh	Pittsburgh, PA	Teaching Experience	1975 - 1976
Teaching Fellowship at University of Pittsburgh	Pittsburgh, PA	Teaching Experience	1976 - 1979
Teaching Fellowship at University of Pittsburgh	Pittsburgh, PA	Teaching Experience	1979 - 1981
Teaching Fellowship at University of Pittsburgh	Pittsburgh, PA	Teaching Experience	
Teaching Fellowship at University of Pittsburgh	Pittsburgh, PA	Teaching Experience	
Teaching Fellowship at University of Pittsburgh	Pittsburgh, PA	Teaching Experience	

I certify that the above information is correct to the best of my knowledge.

SIGNATURE OF INSTRUCTOR: [Signature]

DATE: 7/18/85



# INDIANA COMMISSION ON PROPRIETARY EDUCATION

## INSTRUCTOR QUALIFICATION RECORD

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PLEASE TYPE ALL INFORMATION PROVIDED.

NAME OF INSTITUTION: DeVry University

NAME OF INSTRUCTOR: KHAN (Last)

MASUD (First)

AMMED (Middle)

List all courses that you teach in this program:

BUSN-115

Name of Institution	Location	Area or Subject of Training/Education	Period of Enrollment From: To:
DeVry Institute of Technology	Indianapolis, IN.	Electronics Technology	1986 1988
Oakland City University (B.S.)	Indianapolis, IN.	Organizational Mgmt.	2000 2002
Oakland City University (M.S.)	Indianapolis, IN.	Management	2002 2003
Indiana State University (Ph.D.)	Terre Haute, IN.	Industrial Technology Education	2004 Present

Applicable Experience	Location	Applicable Experience	Employment Period From: To:
Systems Consulting - Dir. of I.T.	Indianapolis, IN.	Staff and Systems Management / Engineering	2000 Present
Red Meteor. Co. - Dir. of I.T.	Houston, TX.	Staff & Systems & Client Management / Engineering	2000 2000
Expansys - Systems Engineer.	Indianapolis, IN.	Supervisory Experience in Client, Vendor, Mgmt.	1999 2000
M&D-Pine Township - Nurse Manager.	Indianapolis, IN.	Systems Mgmt.	1998 1999
Comnet Plus - Project Manager.	Indianapolis, IN.	Project Mgmt. of Large I.T. Projects.	0-1 1998

I certify that the above information is correct to the best of my knowledge.

SIGNATURE OF INSTRUCTOR: [Signature]

DATE: 7-15-2005

# INDIANA COMMISSION ON PROPRIETARY EDUCATION

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PLEASE TYPE ALL INFORMATION PROVIDED.

NAME OF INSTITUTION: DeVry University  
 NAME OF INSTRUCTOR: Schwartz Orvan Peter  
 (Last) (First) (Middle)

List all courses that you teach in this program:

Name of Institution	Location	Area or Subject of Training/Education	Period of Enrollment: From: To:
Indiana University School of Law	Indianapolis, IN	J.D., Law	1998 to 2001
Salve Regina University	Norfolk, RI	M.A., International Rel.	1988 to 1993
University of Chicago	Chicago, IL	M.B.A., Finance & Accounting	1974 to 1976
U.S. Military Academy	West Point, NY	B.S., Engineering General	1965 to 1969
Location of Applicable Experience	Location	Applicable Experience	Employment Period From: To:
Schwartz Legal Services, LLC	Indianapolis, IN	Attorney At Law	2004 to Present
Campbell Kyle Profit, LLP	Cheney, ID	Law Clerk & Associate Attorney	2001 to 2004
IN JUVENILE JUSTICE TASK FORCE	Indianapolis, IN	Dir. Finance & Administration	1998 to 2001
Arts IN, Inc.	Indianapolis, IN	CEO / COO / CFO	1993 to 1998
U.S. Army	U.S., Germany, Korea, SE & SW Asia	School Dir.; Dir. HR; Computer User; Corp. Pers. Off.	1969 to 1993

I certify that the above information is correct to the best of my knowledge.

SIGNATURE OF INSTRUCTOR: Peter Orvan DATE: 7/12/05

INDIANA COMMISSION ON PROPRIETARY EDUCATION

INSTRUCTOR QUALIFICATION RECORD

Instructions: Include ALL education/training applicable to current teaching assignments. This application will not be processed unless all supportive documentation required has been attached with this for (ie transcripts and/or letters identifying the precise nature of previous work and teaching experience, signed and dated by a former employer or supervisor).

PLEASE TYPE ALL INFORMATION PROVIDED.

DeVry University

NAME OF INSTITUTION:

NAME OF INSTRUCTOR: Ye

(last)

Qing  
(First)

(Middle)

List all courses that you teach in this program:

CIS 115

Name of Institution

Location

Area or Subject of  
Training/Education

Period of Enrollment:  
From: To:

Wabash College	Crawfordsville, IN	BA, Economics/Math/Computer Science	08/1993 - 05/1997
Indiana University	Indianapolis, IN	MS, Informatics/New Media	05/1998 - 12/2004

Location of

Applicable Experience

Location

Applicable Experience

Employment Period  
From: To:

Sallie Mae	Fishers, IN	Technical Analyst	05/97 - Current
ITT Technical Institute	Indianapolis, IN	Part time instructor	03/2003 - Current
Purdue University	Indianapolis, IN	Adjunct Faculty	01/2003 - 08/2003
Indiana University	Indianapolis, IN	IT Instructor	06/2003 - Current

I certify that the above information is correct to the best of my knowledge.

SIGNATURE OF INSTRUCTOR: Qing Ye

DATE: 7/26/2005